

Montana Shared Catalog  
Partners Resource Sharing Group  
Bylaws

Revised May 2018

ARTICLE I: Name

The name of this organization shall be Montana Shared Catalog (MSC) Partner Resource Sharing Group, hereafter referred to as Partners.

ARTICLE II: Authority

Partners derives its authority for operation as a cooperative multi-type library resource sharing group from its status as an approved group within the Montana Shared Catalog under the Montana State Library.

ARTICLE III: Vision and Mission

The Partner Resource Sharing Group is a cooperative multi-type library system serving academic, public, school, and special libraries in the state of Montana. The vision of Partners is that all Montanans have unhindered access to resources at all Montana libraries. The Mission of Partners is to facilitate collaboration and cooperation between member libraries in order to improve and expand access to library materials for Montana library users.

ARTICLE IV: Membership

Section 1. Any Montana Shared Catalog library may be approved for Partners. Membership in Partners shall be formalized through a Memorandum of Understanding, and membership responsibilities shall be as set forth in the Partners Membership Policies & Procedures document.

Section 2. A library's membership may be suspended and subsequently terminated if the member fails to fulfill its Partners membership responsibilities outlined in the Partners Membership Policies & Procedures. Members failing to fulfill their responsibilities will receive a formal warning from an officer of the membership and be given 90 days to comply. A majority vote of the Partners membership is required to terminate membership.

Section 3. Upon 30 days written notice, a member library's governing authority may voluntarily terminate Partner membership, upon fulfillment of all outstanding obligations to the MSC as defined in the Partner Membership Policies & Procedures.

Section 4. A Partner library in good standing at the time of the revision of these bylaws shall remain a member and is subject to meeting the

criteria outlined in the Partners Membership Policies & Procedures.

## ARTICLE V: Governance

Section 1. Partners shall be governed by an Executive Committee consisting of one member from each participating library or library system having a separate funding authority.

Section 2. The Executive Committee shall appoint a Chair and a Vice-Chair.

Section 3. The election of officers shall be held at the Partners' Annual Spring Meeting. The officers shall be elected in the following manner:

- a. Nominations may be made from the floor by any member of the Executive Committee.
- b. All nominees must consent to nomination or be withdrawn.
- c. The Executive Committee shall then vote for Chair and Vice-Chair, and a simple majority will decide the winner for each office. In case of a tie, the Executive Committee will vote again to decide between the tying candidates only.

Section 4. In the event that the office of Chair becomes vacant, the Vice-Chair shall assume the duties of the Chair. A vacant Vice-Chair office shall be filled at the next regular meeting according to the Section 2 guidelines.

Section 5. The officers shall be elected for one year, and no officer shall serve more than two consecutive terms. A term of six months or more shall be considered a full term.

Section 6. Unless otherwise specified, the duties of the officers shall comply with those provided in Robert's Rules of Order, latest edition.

## ARTICLE VI: Meetings

Section 1. At the Annual Spring Meeting, the Board shall determine a regular bi-monthly meeting schedule and give notice to the membership and the public by posting the meeting schedule on the MSC Events Calendar and the MSC listserv. A minimum of six meetings shall be held each year. Meetings may be conducted in person, via phone or online.

Section 2. For all meetings, the Chair shall appoint an official minute taker, whose responsibilities include taking the minutes and distributing them electronically to the Partners membership and the MSC director within 14 days of the meeting. MSC Administration will archive the minutes online for public view.

Section 3. The Spring Meeting of Partners which coincides with the Spring Meeting of the Montana Shared Catalog shall be designated the annual meeting for purposes of

elections and other business which must be conducted at that face-to-face meeting.

Section 4. Regular meetings, typically bi-monthly, shall be held according to the schedule set at the annual meeting.

Section 5. Special meetings may be called by the Chair or upon the request of three members of the Executive Committee. Notice will be given of the purpose of such meetings and no other business shall be conducted at such meetings, although time will be allowed for announcements.

Section 6. A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business. Voting on any policies or changes may be held at any meeting which has a quorum in person, via phone or online. A majority vote from the entire Executive Committee is required for approval of policy changes.

Section 7. It is the responsibility of each library system to ensure regular meeting Attendance.

Section 8. All meetings shall be conducted in compliance with the Montana's Open Meeting Act: MCA 2-3-202 to 2-3-203.

#### ARTICLE VII: Committees

Section 1. Members of the Executive Committee may conduct business between regular meetings and shall be prepared to bring the findings and recommendations to the Executive Committee.

Section 2. Committees may be appointed as needed by the Chair. There are no restrictions on committee membership. The business of all committees is the formulation of policy for the Partners Group. The approval and implementation of policy shall be the responsibility of the Executive Committee.

#### ARTICLE VIII: Parliamentary Authority

The rules contained in Robert's Rules of Order, latest edition, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws. A Parliamentary Advisor may be appointed by the Chair.

#### ARTICLE IX: Amendments

These bylaws may be altered or amended by a vote of two-thirds (2/3) of the entire Executive Committee at a regular meeting. The membership will be provided a written draft of the proposed

changes 30 days before the scheduled vote.